

EXHIBITION TIMETABLE

Opening days and hours

	EXHIBITORS	VISITORS
Friday 17 th April 2020	8.00 am – 6.00 pm	9.00 am – 6.00 pm
Saturday 18 th April 2020	8.30 am – 6.00 pm	9.00 am – 6.00 pm
Sunday 19 th April 2020	8.30 am – 5.00 pm	9.00 am – 5.00 pm

DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED STAND

Companies that have booked a **space-only** stand will have exclusively the given surface area available for building their stand, the perimeter of which is marked out on the floor with adhesive tape. There are no partition walls between stands.

Companies that have booked a **pre-furnished** stand will have available an already set up area, including the equipment specified in the application form.

SPACE-ONLY SET-UP

STAND SET-UP - timetables

- Tuesday 14th April 2020: from 8.00 am to 6.00 pm
- Wednesday 15th April 2020: from 8.00 am to 6.00 pm

Stand fitters who are already inside the Exhibition Centre at 6.00 pm may continue to work until 7.00 pm

- Thursday 16th April 2020: from 8.00 am to 6.00 pm

On April 16th, the day before the opening of the event, from 8.00 a.m. to 6.00 p.m. no stand set-ups will be allowed but only products and graphics settings or other activities that involve the use of manual tools.

PRODUCTS' REMOVAL AND DISMANTLING - timetables

- Sunday 19th April 2020: from 5.00 pm to 8.00 pm – removing samples only
- Monday 20th April 2020: from 8.00 am to 6.00 pm
- Tuesday 21st April 2020: from 8.00 am to 6.00 pm

Stand fitters who are already inside the Exhibition Centre at 6.00 pm may continue to work until 7.00 pm

Extra days of set-up (upon request) – dates and prices

- Thursday 9th April 2020 - price per hall: € 485.00 per stand fitters (first stand) + € 330.00 (possible second stand). Upper limit € 948.00 (starting from the third stand).
- Friday 10th April 2020
- Saturday 11th April 2020

Evening overtime hours / hall / stand

Tuesday 14th April 2020: € 170.00 per hour (the same rate is applied to possible extra days)

Wednesday 15th April 2020: € 201.00 per hour

Thursday 16th April 2020: € 670.00 per hour + € 1,107.00 penalty

Pls send all request to giuseppe.cortis@bolognafiere.it

– for further information: phone +39/051/282816

Maximum height of space-only stands and non-standard set-ups – **NEW!**

Please note that starting from the 2020 Edition the standard height will be 3,50m. All stand above 3,50m in height will be subjected to a mandatory test of the structure by Bologna Fiere.

BOOTH BORDER WALLS SHALL NOT EXCEED THE STANDARD HEIGHT OF 3,50 M, EXCEPT FOR ANY SPECIAL AUTHORISATIONS GRANTED BY THE ORGANISER IN WRITTEN FORM; THE HEIGHT OF THE BORDER WALLS HAS TO BE VERIFIED AND SHOULD BE COMPATIBLE WITH THE HALL WHERE THE STAND IS LOCATED. THE BORDER WALLS VISIBLE FROM THE ADJACENT BOOTHS WILL HAVE TO BE PERFECTLY FINISHED AND WHITE PAINTED IN THE SECTION EXCEEDING THE PARTITION WALLS. ANY TOTEM POLES AND ANY OTHER ORNAMENTAL ELEMENTS INSIDE THE BOOTH WILL HAVE TO BE POSITIONED IN THE CENTRE OF THE BOOTH: ANY ELEMENTS HIGHER THAN 3.50 M WILL BE SUBJECT TO THE APPROVAL OF THE PROJECT FROM THE ORGANISER, AND SHOULD BE COMPATIBLE WITH THE TECHNICAL SPECIFICATIONS OF THE HALL.

Any exceptions to the standard will be subject to approval by Organization to which the project must be submitted not later than 6th March, 2020, by sending the project to tecnico2@bolognafiere.it and, in copy, to

Hall 36 laura.lapini@boseventi.it

Hall 25/26 stefania.cosentino@boseventi.it

Hall 30 giada.dragone@boseventi.it

Printing of the entry documents for the set-up and dismantling period

Through the **GATE section** of the event portal, it is possible to accredit companies, people and vehicles and to print the entry documents. The section will be active from **01 April 2020**.

IMPORTANT NOTICE !

During the set-up, from 9th to 11th April and from 14th to 16th April (on the 16th only the samples set-up is allowed), before entering the Exhibition Centre using the East Michelino entrance, all vehicles must pass through terminal P5 in the following ways:

- **Cars** : if unloaded they have to stay inside terminal P5, if loaded with materials for the preparation of the stand, they will be able to access the Exhibition Centre only for the time necessary to unload the materials
- **Heavy vehicles**: they will have access to the Exhibition Centre for the unloading of materials only. At the end of the unloading they will have to leave the Centre, and if necessary they can stop for free, just for the day, inside the terminal.

PRE-FURNISHED STANDS

Availability of pre-furnished stands:

Pre-furnished stands will be available for exhibitors from **Thursday 16th April 2020 at 8.00 am.**

Removal of material from pre-furnished stands:

- **Monday 20th April 2020 from 8.00 am to 1.00 pm**

Starting from 1.00 pm on **Monday 20th April 2020** the stand fitters will start the dismantling work, all material and printed material found in the stands will be sent to disposal.

Stand fitter contact

GIPLANET SPA

Cosmofarma set-up office- cosmofarma@giplanetgroup.com

tel. +39 049 5801268

Starting from 10th February 2020, GIPLANET SPA will send an email to the **contact person** indicated on the application form, with a link to access an interactive area where the booked stand features and furnishings, the price list for the request of furniture, additional graphic, and assistance, are displayed.

FORMS TO PARTICIPATE IN THE EXHIBITION

Equipment rental and stand service forms:

In the **Section BEFAIR** in the exhibitor's on-line page.

Fire extinguisher legal obligation:

Fire extinguisher distribution is already included in the registration fee to the extent permitted by law. Fire extinguishers will be delivered within the beginning of the exhibition.

PAYMENTS

Final invoice:

The final invoice and bank statement will be sent at the beginning of March 2020.

Final invoice payment:

The payment is to be made **by 15th March 2020**, with a bank transfer to:

BOS Srl - c/o Banca Popolare di Sondrio - Ag. 8 Milano

IBAN IT 96 I 05696 01607 000007999X82 - Codice BIC/SWIFT POSOIT22XXX

Entrance for the set-up will not be allowed to Exhibitors who have not paid the final invoice.

OTHER

Hotel reservations:

On the event website, at the following link:

<https://www.cosmofarma.com/en/hotels/> you can book for the entire week or for the period you want, choosing from a wide selection of hotel facilities.

In addition, there are concessions with Italo and Trenitalia and a 15% discount with the airlines AIR FRANCE and KLM. All information at the following link:

<https://www.cosmofarma.com/en/how-to-reach/>

Goods shipment to the stand with courier:

It is possible to ship goods to the stand by writing clearly on the box the following information:

Exhibitor Company Name
c/o HALL (.....) stand nr. (.....)
Bologna Exhibition Centre
Entrance North West Calzoni
40128 BOLOGNA – ITALY

It is essential to explicitly define with the courier dates and times for the delivery, in order to be sure to find people waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert clause "delivery to the stand" to prevent that the courier could insist on leaving goods at the gate.



Request for additional kw

A fixed rate for 2kw of electric consumption is included in the application form.

For any request of additional kw you can use the **Section BEFAIR** in the exhibitor's on-line page.

Insurance

The Registration fee includes "All Risks" insurance. Maximum coverages are written on the Exhibition Technical Regulations (available online).

If Standard coverages are considered insufficient, it is possible to request integrations, by accessing the Technical Section of the exhibitor's online profile and filling the "**Supplementary Insurance Policy**" Form.